

PARK PLANNER I

NATURE OF WORK

This is entry level professional work in the planning, design and development of park land and recreation facilities.

Work involves management of routine projects related to the development of public parks, trails and recreation facilities; and preparation of plans, cost estimates, specifications and bid documents for park and recreation projects. Work may also involve management of projects involving professional architectural and/or engineering consultants; and documentation and management of records including deeds, plans and construction documents, and statistical information regarding park and recreation facilities. General supervision is received from an administrative superior and reviewed through conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Assists in the preparation of park master plans; includes participation and input by community residents and organizations.

Prepares plans and specifications for routine park improvement projects including display gardens, park landscape projects, playgrounds, picnic areas, play fields, play courts, and building renovation or maintenance projects; coordinates bidding and construction of projects.

Coordinates planning and implementation of Neighborhood Self-Help Program projects in conjunction with neighborhood groups and community organizations.

Coordinates review of land use development applications and prepares comments regarding consistency with regulations and policies related to parks, street trees, community recreation facilities and commuter/recreation trails.

Researches land records; researches and assists in the preparation of oral and written reports and studies.

Locates survey points; records and documents topographic information utilizing survey instruments.

Records and stores information for retrieval in hard and electronic files; prepares presentation materials utilizing hand drawing and computer aided drafting techniques.

Performs routine construction staking and observation for park improvement and maintenance projects.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of park planning and recreation facility programming and design.

Knowledge of landscape planting design principles and practices.

Knowledge of site and building construction materials, methods and processes.

Knowledge of site surveying principles and practices.

Ability to develop a working knowledge of purchasing procedures and policies.

Ability to develop a working knowledge of land use planning, land subdivision and land use permit application processes.

Ability to effectively manage multiple projects with varying priorities, and to accomplish work within specified time frames.

Ability to plan and implement public involvement processes which allow citizens to have meaningful involvement in planning of public projects.

Ability to effectively manage routine projects from initial concept to final implementation.

Ability to apply professional planning principles, practices and techniques to a wide variety of problems and assignments.

Ability to effectively express ideas clearly and concisely, utilizing visual, verbal and written techniques, to groups and individuals.

Ability to establish and maintain effective working relationships with co-workers, the general public, appointed committees, professional consultants and contractors.

Ability to effectively utilize word processing, spreadsheet and computer-aided drafting programs.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in landscape architecture, architecture, urban planning/design or civil engineering and experience in landscape architecture, park and recreation planning or civil engineering.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in landscape architecture, architecture, urban planning/design, horticulture or civil engineering; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director